

## **Coffee County Commission**

### **Budget and Finance Committee Meeting**

#### **Minutes for May 11, 2023 at 5pm**

Members Present: Lynn Sebourn, Joey Hobbs, Laura Nettles, Tina Reed, Tim Stubblefield, Tim Brown, Missy DeFord.

Members Absent: Dennis Hunt, Holly Jones

Chairman Sebourn called the meeting to order at 5:00 pm.

The first item of business was approval of the agenda. Chairman Sebourn noted that item #10 regarding capital funding for facility maintenance of the Manchester Coffee County Conference Center was removed from the agenda, pending its review by the Capital Outlay Committee. Motion for approval was made by Commissioner Stubblefield and seconded by Commissioner Hobbs. The motion carried unanimously.

The second item of business was the approval of the minutes from the April 27<sup>th</sup> meeting. Motion for approval was made by Commissioner Nettles and seconded by Commissioner DeFord. The motion carried unanimously.

The third item of business was a review of the General Capital Fund, Fund 171, 2024 Proposed Budget and Worksheets. An overview of the proposed budget and worksheets was provided to the committee by Ms. Edinger.

The fourth item of business was Budget Amendment #171-2023-18, an amendment to Fund 171 General Capital Projects Fund. This amendment allocates two ARPA grants and funds from the sale of property and Capital Assets. These funds were allocated primarily to unassigned fund balance, Ben Lomand Internet Expansion, and Ambulance vehicles and equipment. Motion for approval was made by Commissioner Hobbs and seconded by Commissioner Reed. The motion carried unanimously.

The fifth item of business was Budget Amendment #171-2023-19, an amendment to Fund 171 Rural Capital Projects Fund. This amendment moves money from funds restricted for Capital Projects and allocates funds for the Ralph Broadrick Road Bridge Improvement Project. Motion for approval was made by Commissioner Nettles and seconded by Commissioner Stubblefield. The motion carried unanimously.

The sixth item of business was Budget Amendment #118-2023-20, an amendment to Fund 131 Highway/Public Works Fund. This amendment primarily takes funds being received from the gaming tax and allocates it to the unassigned fund balance in Fund 131 and to concrete expenses for Highway and Bridge Maintenance. Motion for approval was made by

Commissioner DeFord and seconded by Commissioner Stubblefield. The motion carried unanimously.

The seventh item of business was Budget Amendment #118-2023-21, an amendment to Fund Ambulance Service Fund. This amendment allocates Medicaid Subsidy Funds from the state to the Ambulance Service Fund. Motion for approval was made by Commissioner DeFord and seconded by Commissioner Nettles. The motion carried unanimously.

The eighth item of business was a review of the Local Purpose Tax Fund 120, 2024 proposed budget which was presented by Ms. Edinger. As part of this review, Commissioner Hobbs introduced a need to increase the Inter-Local Agreement with the City of Manchester for Fire Protection at the Interstate Industrial Park, from \$75,000 to \$150,000, which was item nine on the agenda. Ms. Edinger has included this increase in the baseline for the 2024 Proposed Budget. There was no objection from any members of the Budget and Finance Committee.

The 11<sup>th</sup> item of business was continued review and consideration of the General Fund budget for FY2024. Items discussed included:

- Comments from Ms. Donna Toney, Register of Deeds. Informed the committee of a reduction in her budget request from 5 full-time employees to 4 full-time employees, due to the current downturn in filings in her office. But she also cautioned that if the workload picks back up, she may request funding for the 5<sup>th</sup> full-time position.
- Some of the general budget personnel lines appear to include the requested 4% raise, some have more and some have less. Chairman Sebourn requested to meet and review in detail with Ms. Edinger to make sure we have consistent numbers for raises throughout the General Fund budget.
- Discussion of current jail staffing levels and pay. Need clarification on the inclusion of previous salary increases for the jailers in the current proposed budget.
- Discussion of the need for salary increases for solid waste convenience center workers.
- Need to review some key personnel salaries.

There being no other business, the meeting was adjourned.